

PURDUE UNIVERSITY. FORT WAYNE

BANNER REGISTRATION STEPS

NOTE: *If your student has a Hold, a Y shows in the Holds box. Click on the search button for Hold information.*

DROP COURSES

NOTE: *Rate tables must be set for fee assessment to take place.*

- 1 Type SFAREGS in Search Bar
- 2 You first come to the SOADEST screen, click the X in the upper left-hand corner to get passed this screen.
- 3 Enter Term and Student ID or Name
- 4 Click Go or next block (Alt + PgDn) to confirm student is eligible to register (EL will be in status field)
- 5 Next Block (Alt + PgDn) to activate course registration section
- 6 Enter CRN and press Enter or Tab (If you do not know the CRN, click the ellipses in the CRN field to do a search)
- 7 To insert another CRN, click the Insert button in the upper, right hand corner of the "Course Information" block.
- 8 Click Save
- 9 Resolve each error/conflict displayed in the Error Dialog box. Use the Approval Recd checkbox or Override box with appropriate authorization.
- 10 If needed, drop any course(s)
 - Click the CRN of the course
 - Enter DD over RE in the Status column
 - Click Save (F10)
- 11 To assess fees, click Save when "N-Create Collector Record" or "Y-Immediate Assessment" appears highlighted with a dotted line
- 12 Click OK to complete transaction

NOTE: *The student schedule may be generated at any time by pressing Save from the key block. Start Over to skip printing.*

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To print a schedule with sleep/wake: Make sure the “Print Bill” and “Print Sched” boxes are checked. Click Save to generate schedule/bill

NOTE: *Use SFAREGQ to see if a student is registered—not SFAREGS!*